




FBIS 1440-88
2 May 1988


MEMORANDUM FOR: Administrative Office
Office of Training and Education

FROM:


Chief, Administrative Staff, FBIS

25X1

SUBJECT: Request for Accommodation for FBIS Operations Group Offsite

1. Your assistance would be appreciated in scheduling accommodations at  for a FBIS Operations Group offsite. We require facilities to include a conference room and sleeping arrangements for approximately 25 employees, preferably for two and one half days. We can be very flexible concerning the timing but would prefer mid-August to late-September if possible.

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2. Please contact me directly for any additional information on secure 64714. Thank you for your assistance


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